



# APPLICATION PROCESS FOR CIVILIAN POSITIONS

"PROVIDING HR SERVICES THAT ENABLE AND SUSTAIN WARFIGHTER READINESS"

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## FACT SHEET

The purpose of this document is to provide information on the process on how to apply for Department of Navy Civilian Positions at any of the installations of Commander Navy Region Southeast.

### HOW TO APPLY:

CNRSE civilian job announcements are posted on the USAJOBS website at <http://www.usajobs.gov>. The first step of the application process is to log in or create your USAJOBS account. Once an account has been established, you may create your resume following the step by step process provided in the resume builder. It is recommended that you first create your resume in a word document and then transfer the data into the USAJOBS website. This way you will not lose your data should there be a connectivity issue with the site during your upload. You may create and store up to 5 resumes within your account.

In building a resume specific to the job announcement for which you wish to be considered, you will need to ensure that you are within the applicant area of consideration (identified in "Who may apply") and that your resume addresses the information identified in the occupational questionnaire provided in the announcement. The steps in applying for a specific announcement are as follows:

- Locate announcement (Job search can be done by Agency, Occupation, Grade, Location, etc.)
- Click "Apply Online"
- Select the resume you wish to utilize for the announcement.
- Complete the eligibility questionnaire
- After uploading all required documents, submit your responses
- You will receive an email confirming your submission

Failure to apply using the above procedure will result in lack of consideration for the position.

In addition to job announcements targeting employees already in the federal service; there are various other appointment authorities that may be identified within the area of consider in the "Who may apply" section of the announcement. Examples of these types of appointments include:

**Provisional Appt. of 30% or more Compensable Disabled Veterans:** These candidates may be appointed non-competitively to positions for which they qualify. A letter from the Veterans



Administration or Military Service documenting a compensable service-connected disability of 30% or more, SF-15 (Application for 10-Point Veterans Preference) and discharge papers/DD-214 are required to verify eligibility for this category.


**Veterans Recruitment Appointment (VRA):** VRA eligibles may be appointed non-competitively up to GS-11 and equivalent grade levels depending upon the period of their military service and listed campaigns. Non-competitive appointment of VRA eligibles is permitted to positions not covered by open continuous announcements if the VRA eligible has 10 point veterans' preference. A Veterans Administration letter and discharge papers/DD-214 substantiating the disability are required to verify eligibility for this type of appointment.

**Veterans' Employment Opportunity Authority (VEOA):** Veterans are eligible for this hiring authority if you are: Preference eligible; or Veteran who separated from the Armed Forces under honorable conditions after substantially completing an initial 3 year term of active service.

**Wounded Warrior Program:** Department of the Navy (DON) recognizes your sacrifice and understands our obligation to you. Your act of selflessness has prompted DON to commit to providing employment advice and referrals to disabled service members. A letter from the Veterans Administration or Military Service documenting a compensable service-connected disability of 30% or more, received in the line of duty as a direct result of armed conflict or instrumentality of war, SF-15 (Application for 10-Point Veterans Preference) and discharge papers/DD-214 are required to verify eligibility for this category.

**Schedule A Appointing Authorities:** Allows federal agencies to hire individuals with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. This excepted authority is used to appoint persons with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. Such individuals may qualify for conversion to permanent status after two years of satisfactory service. Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, and more. Medical documentation substantiating the disability is required.

**Non-competitive appointment of certain military spouses:** Agencies may non-competitively hire a spouse of a member of the Armed Forces serving on active duty who has orders specifying a permanent change of station (PCS), or a spouse of a 100% disabled service member who was killed while performing active duty. A copy of the PCS orders documenting sponsor's assignment is required.

  
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